How to pay an invoice and download evidence of payment

Step 01: Home screen

From the **Dental Council website** (any page):

Click the 'LOG IN' tab on the banner (top right of the page).



Step 02: Log in screen

- 1 Log in to the practitioner portal using your **email address** and **password**.
- If you have forgotten your password, click 'Forgotten your password?' and follow the steps for <u>Reset the password for your practitioner portal</u>.

Practitioner portal

Log in
From here you can access our online services.
Email
Password
Log in Forgotten your password? Want to apply for registration?
↓

Step 03: Dashboard tiles

Click 'Invoices' tile from the practitioner dashboard.



Step 04: Select unpaid invoice

Any unpaid invoices will appear on your 'In progress' list of invoices.

Select the invoice you wish to pay.

Welcome		
Your invoice records are all located he	ere.	
Invoices		
In progress		
INV/678		
Form:	Date:	F
INV/456		
INV/123		

Step 05: Pay invoice

The invoice will open. Review your invoice and click 'Pay now'. You will be directed to the payment gateway where you can make your online payment.

invoice		
Invoice details		
Description		Amount
Annual Practising Certificate Fee		
Disciplinary Levy		
	Subtotal	
	GST	

Step 06: Download an invoice as evidence of payment

To download a PDF copy of paid invoices as evidence of payment, click on the 'Invoices' tile of the dashboard.



Step 07: Select an invoice

Invoices you have paid will appear on your 'Completed' list of invoices.

- 1 Click the **file symbol** of the invoice you would like to view.
- 2 Click the blue link from the drop down menu to **download** your invoice.

Once downloaded, you can save or print your invoice.

Invoices		
In progress		
INV/678		
Completed		
Form:	Date:	F
INV/456		
INV/123		
		Search
Files		
	ggs - dental.council.tax.invoice.pdf (51.4KB)	

